



Somonauk Community Unit School District #432

Kelly Gosch, Director of Student Services
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OCCUPATIONAL THERAPIST JOB DESCRIPTION

REPORTS TO: Director of Student Services and Building Principal
SALARY: Based on years of experience

ESSENTIAL JOB DUTIES:

- Service occupational therapy minutes for students in grades PreK-12
- Write IEP present levels, goals, minutes and attend/participate in IEP meetings for all students on caseload
- Collaborate with general education staff regarding IEP student needs and accommodations
- Observe classroom tier 1 sessions, identify trends, and collaborate with general education teachers to eliminate barriers to learning
- Provide tier 1 co-teaching, as appropriate (i.e. co-teach handwriting lesson)
- Collaborate with staff on environmental adaptations, classroom set-up, and adaptive equipment across all tiers
- Maintain accurate records and complete Medicaid billing
- Complete initial evaluations and reevaluations, write reports, and describe assessment results to the IEP team
- Play a key role in the development of the district's Multi-Tiered Systems of Support
- Attend student services meetings and MTSS meetings to review student data and provide recommendations
- Collaborate with general education teachers, specialists, and related service staff regularly to provide recommendations and support for students across all tiers of MTSS
- Participate in professional development and provide professional development, as needed
- Other duties as assigned

QUALIFICATIONS

- Master's Degree in Occupational Therapy
- Certification through NBCOT
- Current IDFPR license

KNOWLEDGE, SKILLS, & ABILITIES

- Excellent data interpretation skills
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to communicate effectively orally and in writing